UNIVERSITY OF HAWAI‘I AT MĀNOA

CAMPUS CENTER BOARD ACTIVITIES COUNCIL

Meeting Minutes

Monday, October 27, 2014

CC 310 - 4:00 PM

1. Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| Members Present | Members Absent | Advisors Present | Staff Present |
| Lavender Oyadomari | Devin Makizuru | Stephanie Welin | Qiana Hironaka |
| Rachael Beale |  | Morgan Rapozo |  |
| Dominique Cupa |  |  |  |
| Moira Miyastao |  |  |  |
| Jamee Allen |  |  |  |
| Niharika Ravichandran |  |  |  |
|  |  |  |  |

1. Call meeting to order at 4:01 PM.
2. Standing Items
	1. Minutes - October 20, 2014
		1. Accept minutes as amended in Google Docs.
	2. Agenda - October 27, 2014
		1. Accept agenda as presented.
3. Old Business
	1. Career Fair Co-Sponsorship Evaluative Recap (10/21/14)
		1. Did not need much help. There was a table set up for AC but not much people showed interest. There was a confusion on the paperwork that needed to be done for the ipod prize. Next semester try and reach out to the younger students.
		2. Stop:
		3. Start:
		4. Continue:
		5. Change:
		6. Attendance:
	2. Homecoming Ho’olaule’a Evaluative Recap (10/24/14)
		1. Stop:
		2. Start:
			1. Put out pre-cut shirts as examples on rolling bulletin boards
			2. Offering popcorn and cotton candy for an incentive to cut the t-shirt
			3. Offer a generic UH/AC shirt for participants to cut instead of the nice Homecoming one
		3. Continue:
			1. Recruitment table
			2. Having UH Band, Cheerleaders, Dancers perform
			3. Music throughout event
		4. Change:
			1. Layout for event. Perhaps line up RIO booths around perimeter of CC Courtyard
			2. Put ASUH t-shirt table next to t-shirt cutting table
			3. Make t-shirt cutting more interactive
			4. Put entertainment/band near beginning of program
		5. Attendance:
		6. Discussion Items: What does it mean to be approachable? What does good customer service look like to you?
			1. What does it mean to be approachable? What does good customer service look like to you?
				1. To have a pleasant demeanor. If you look preoccupied people will not approach you.
				2. Make sure you initiate conversation when someone approaches your table rather than waiting for them to ask questions.
				3. Not standing with your back turned towards the crowd. If someone approaches you then give them answers. Engaged with people who are walking by.
				4. Next time we should spread out so people are not so intimidated when approaching someone for help.
	3. Spring 2015 Events
		1. Movie nights will not be placed for later.
			1. Welcome Back Bash (1/16/15)
			2. Dorm recipe demonstrations (1/30/15)
			3. Manoa Laughs (2/13/15)
			4. Rockin the Roots (3/6/15)
			5. Movie Nights
				1. Hunger Games (3/13/15)
			6. Self Defense Workshop (3/18/15)
			7. Mason Jar / Detox (3/18/15)
			8. Bingo (4/10/15)
			9. Earth Day / Health Fair (4/22/15)
			10. Mason Jar (4/22/15)
			11. CPR Class (4/22/15)?
			12. Aloha Bash (4/24/15)
			13. Lei making (5/6/15)
4. Signature Updates
	1. Mānoa Laughs
		1. Qiana
			1. Jo Koy: will follow up with Jo Koy so we can move forward and book him.
5. New Business
	1. EA & FA Selection Updates
		1. Congrats and Welcome to Rachael!
	2. Office Cleaning
		1. The office is very disorganized and we want to make an environment where people can work.
		2. Making a task sheet for members.
	3. Fall Event Updates
		1. Movie Night: *Maleficent* (10/31/14)
			1. Lead: Moira
			2. Meet up Time & Location
				1. 4:30 pm meet in AC office.
			3. Assign Tasks
		2. Create-a-Bear (11/7/14)
			1. Lead: Devin/Jamee
				1. Finished the MES layout. We will be keeping the layout the same as last semester. Finalizing the E-blast.
				2. Get materials for stuffing and decorations.
				3. Pre event tasks
		3. Movie Night: *The Lego Movie* (11/7/14)
			1. Lead: Moira
				1. May or may not purchase more hot dogs. Either ordering 180 or 200.
		4. Mānoa’s Got Talent (11/21/14)
			1. Lead: Moira
				1. Still in process
				2. Advertisements are still printing
				3. Due date to sign up is November 7, 2014.
		5. Rockin’ the Roots (12/5/14)
			1. Lead: Moira
				1. Kimie Yay and Nicole Rider

They would like an offer

* + - * 1. Writing a contract for Shar Charillo.
		1. Relaxation Fair (12/10/14)
			1. Lead: Devin
			2. Co-Leads: Jamee, Moira
				1. We have a lot of ideas that we have to follow through on.
				2. Aroma therapy, pet therapy, yoga, tea, etc.
	1. CCB AC Campus Center Board - Possible Layout/Design
		1. Jamee & Niharika
			1. Emailed director SAPFB and have said they already came up with a preliminary design. We will be on the left side.
	2. AC Members’ October Self-Evaluations
1. CCB Updates
	1. Report from October 20, 2014
		1. Niharika officially seated as of October 20, 2014
		2. ACUI application is officially closed, Kellie Iwasaki, President Elect, will be attending
	2. Next general meeting on November 3, 2014 in HEM 211 at 6:00 PM
2. Advisor Comments
	1. Counterfeit Resources
		1. BOH PPT: <http://www.fmo.hawaii.edu/finmgt/doc/102004_BOH.pdf>
		2. Secret Service:
			1. Design Features for 1996-Current Money: <http://www.secretservice.gov/money_design_features1996.shtml>
			2. Detecting Counterfeit Money: <http://www.secretservice.gov/money_detect.shtml>
			3. Position of Important Features: <http://www.secretservice.gov/money_features.shtml>
	2. Out of the Office
		1. Morgan: Nov. 12-14 (NACA West)
		2. Stephanie: Nov. 24-28 (Vacation)
3. Upcoming Events
	1. Movie Night: *Maleficent* (10/31/14)
	2. Movie Night: *The Lego Movie* & Create-a-Bear (11/7/14)
	3. Manoa’s Got Talent (11/21/14)
	4. Rockin’ the Roots (12/5/14)
	5. Relaxation Fair (12/10/14)
	6. Cram Jam (12/14~19/14)
4. Reminders
	1. October Stipend Evaluations are due to Christine Peralta on Monday, October 27 by 5PM.
	2. Order your event cash box via Wing Kwok (wingkwok@hawaii.edu) in the SLD Fiscal Office. Be sure to pick up the cash box by 1PM the day of the event.
	3. M&G Reminders:
		1. Before finalizing and printing your M&G, be sure to let Stephanie proofread it.
		2. After finalizing your M&G, send Qiana, Christine and Stephanie the electronic copy for record keeping and social media posting. Also, give Qiana or Christine a hard copy for the AC Office and Stephanie one for her office door.
	4. If you are limiting event participants to students or students/faculty/staff with validated IDs, be sure to let Stephanie know so that the handheld readers may be reserved in time from T&I. Thanks!
	5. Please check your emails regularly and promptly especially when it is regarding decision-making. Points in monthly evaluation will be deducted if responses are not prompt.
	6. Be prepared for every AC meeting by having a writing utensil, your meeting notes/minutes, paper, and your planner/calendar.
	7. Wear your AC shirt, AC ID badge, and closed-toe shoes at all AC events. If you have long hair and are managing, working around food, please make sure to put it up during AC events.
	8. If you need help don’t forget to ask! We’re all working together.
5. Next Meeting: Monday, November 3, 2014 in CC 310 at 4:00 PM
6. Meeting adjourned at 5:15 PM.